

Government Engineering College Ajmer
Department of Computer Engineering & Information Technology
Revised Departmental Responsibilities (Session 2018-19)

Ref. No.: ECA/CS&IT/2019/2057

Date: 26/3/2019

Following responsibilities has been assigned to faculty members. Students are required to meet concerning faculty for problems (if any) :

Name of Faculty Member	Associated NPIU Faculty	Departmental Responsibilities	Task
Mr. Vinesh Jain Mr. H. R. Choudhary	Ms. Suman Chaudhary	Time Table(CE & IT)	Time Table Preparation (Load Calculation & Distribution, Class wise, Room wise and Lab wise time table display)
Mr. V. P. Sharma Mr. Anil Tailor	Mr. Satish Roy	Examination & Marks Collection (II Year CE) Examination & Marks Collection (II Year IT)	Preparation of time tables & conduction of Midterm Examination. Respective Coordinator ensure collection of copies and marks from each examiner within one week of conduct of test includes all midterm/ practical/sessional/ back improvement (Year wise). Coordinate with Main Examination section for online marks filling. Examination Forms will be distributed/collected/filled by NPIU Faculty
Mrs. Shikha Gupta Mr. Dilip Sisodia	Ms. Anita Choudhary	Examination & Marks Collection (III Year CE & IT)	
Mr. Deepak Gupta	Mr. Pawan Kumar	Examination & Marks Collection (IV Year CE & IT)	
Mr. Prakash Meena	Mr. Rakesh Verma	Store & Maintenance of Hardware	
Mr. Pratik Trivedi	MS. Suman Chaudhary	Library	Library books and journal requisition, Books verification, Procurement, Maintnace and All Related work to Library
Mr. D. K. Khunteta	Mr. Rakesh Verma	Report Preparation Work	All type of reports/ data as required by AICTE/RTU Affiliation Cell/ State Govt. including Departmental, MHRD/ TEQIP/ AICTE / RTU Presentations, Accreditation(if any) etc.
Mr. Ravinder Singh	Mr. Jitendra Yadav	M. Tech. Coordinator (CE & IT)+Ph.D Co-Coordinator(CE & IT)	Time Table, Examination work and all other related work to M. Tech. (CE & IT) & All Works Related to Ph.D of CE & IT Department
Mrs. Neetu Sharma	Ms. Anita Choudhary	NPIU Faculty/Guest Faculty Incharge/Tour arrangement	Engagement of classes, verification of classes taken, prepration of bills, attendance record , Mid-term Duties of guest/NPIU faculty.
Mr. Sunil Kumar Khichi Mr. S. N. Tazi	Mr. Anurag Jain	Student Coordinator & Registration(CE) Student Coordinator & Registration(IT)	Student Grivances, attendance & exemption related matter, fee related matter, student registration (Odd & Even Sem), Assigning Counselors & Division of groups in all Semester.
Mrs. Jyoti Gajrani	Ms. Shalini Yadav	First Year Coordinator	
Coordinator of Time Table NPIU Faculty/Guest Faculty Incharge M. Tech Coordinator Students Coordinators (CE & IT)		Monitoring of Classes accoirding to Time Table	Timely & Regular Conduction of Classes
Lab		Lab Incharge	
LAB A		Ms. Shalini Yadav	
LAB B		Ms. Shalini Yadav	
LAB C		Ms. Anita Choudhary	
LAB D		Mr. Pawan Kumar	
LAB G-13		Mr. Rakesh Verma	
LAB G-29		MS. Suman Chaudhary	
LAB G-18A		Mr. Anurag Jain	
LAB G-18B		Mr. Anurag Jain	
LAB G-24		Mr. Jitendra Yadav	
Computer Centre		Mr. Satish Roy	

All NPIU Faculty will work as a Teaching Assistant with Regular Faculties.

R. Rath
 Dr. Rakesh Rath
 Head (Department of CS)

Copy To: 1) PA to Principal for kind information 2) All Faculty Members of CE & IT by Circulation 3) Department file